



Department of Public Works

Karen Tingle-Sames, Mayor


City Council Members

Jim Barnes
Rene Cooney
Stephen Glass
Don Hawkins

David Lusby
Mark Singer
Marvin Thompson
Chad Wallace

August 10, 2007

MEMORANDUM

TO: Street Cut Permits Applicants
FROM: Eric W. Larson, City Engineer 
RE: Filing, Inspection, and Release Procedures

This Memo serves as a supplement to the attached street cut application packet.

When requesting a street cut permit:

- 1) Follow the instructions and complete the attached application packet,
- 2) Reminder: Include the fees and surety bond (certified check or performance bond),
- 3) **A drawing sufficient enough in detail to depict the work being performed within City Right-of-Way.**
- 4) Call for Inspection before backfill of open cuts,
- 5) Call for Inspection during concrete and asphalt capping of open cuts,
- 6) Call for Inspection of subgrade for road widening and entrances,
- 7) Call for Inspection of DGA, Asphalt, or Concrete placement for road widening and entrances,
- 8) Call for Final Inspection for release of surety.

All approved permits must be reported to Georgetown – Scott County 911 Center (Jeb Warner) at 863-7820 by Public Works staff at least 24 hours prior to beginning work.

Inspection notification shall be made to either:

Ron Hoffman, Street Superintendent – Public Works

Or

Eric W. Larson, PE, CFM, AICP, City Engineer – Public Works

502-863-9855.

For questions on Permitting procedures, please contact Eric W. Larson at (502) 863-9855 or eric.larson@georgetownky.gov.



PROCEDURES FOR MAINTAINING THE STREET CUTTING RECORDS AND FOR INSPECTING THE STREET CUTS.

- 1. Have the contractor fill out, and sign, page 1 of the Street Cutting Permit. Verify that the page has been filled out completely and then sign. Give a copy of the partially completed Permit to the Contractor and remind him (or her) that page 2 will have to be filled out, by the City Engineer, or by the Public Works Director (or his designee), before the street cut, or cuts, can be approved by the City. Collect the application fee of \$31.50 and obtain a certified check, or a performance bond, for \$1000.00, for each street cut.**

A Contractor, who shall have multiple street cuts in any year, may file (in the City Clerk's office) a blanket performance bond for the amount of at least \$5000.00. This bond will cover up to five (5) street cuts, under construction (or street cuts that have been started but have not been inspected and approved). This bond amount shall be increased in order to cover more than five (5) street cuts, under construction. The blanket performance bond must be maintained in an active status. The initial application fee for this bond shall be \$100.00 (payable to the City of Georgetown). The annual renewal fee for this bond shall be \$100.00. The Contractor must, however, fill out and sign a Permit, for each street cut, in the manner that is described above.

- 2. Verify that the blanket bond is adequate (the correct amount), and that it is still current. Do not issue the Permit if the bond is inadequate and/or if the bond is not current.**
- 3. Make a copy of pages 1 and 2 and give this copy to the City Engineer, or to the Public Works Director, for action.**
- 4. The City Engineer, or the Public Works Director (or his designee), will then be responsible for filling out page 2 and returning the completed Permit to the City Clerk's office. The return of this completed Permit will indicate that the street cut was performed in accordance with the City Ordinance.**

City of Georgetown, Kentucky, Street Cutting Permit

Permit Number: _____ Permit Date: _____

All street cuts shall be performed in accordance with the City of Georgetown Ordinance no. 88-034 that was passed by the Georgetown City Council on December 15, 1988. The purposes of the following Permit are: 1) To insure that all Contractors install the street cuts in accordance with Ordinance no. 88-034; 2) To insure that the City Engineer, or the Public Works Director (or his Designee), inspects and approves of each installation.

Contractor: _____ Contact person: _____

Address: _____ Contractor's Phone: _____

_____ Property Owner(s): _____

Street Cut Location: _____ Estimated Duration (days): _____

Contractor's Signature: _____ City Clerk's Signature: _____

1. Did the Contractor pay the application fee of \$31.50 for each street cut?

Yes _____ Not Applicable _____ (check one)

2. Did the Contractor submit a certified check for one thousand dollars (\$1,000.00), or a performance bond for the same amount?

Yes _____ Not Applicable _____ (check one)

This amount is for street cuts up to two hundred (200) square feet. The check, or the bond amount, for street cuts in excess of 200 square feet shall be \$1000 plus \$5.00 for each square foot in excess of two hundred.

3. Did the Contractor submit a performance blanket bond in the amount of at least five thousand dollars (\$5000.00)?

Yes _____ Not Applicable _____ (check one)

The bond amount of \$5000.00 will cover up to five (5) street cuts, under construction (or street cuts that have been started but have not been inspected and approved). The bond amount shall be increased for street cuts in excess of five (5) street cuts. Did the Contractor submit a performance bond for an amount in excess of \$5000.00?

Yes _____ Not Applicable _____ (check one) If "Yes", the bond amount is \$ _____.

Has the initial/annual application fee of one hundred dollars (\$100.00) been paid?

Yes _____ Not Applicable _____ (check one)

Street Cutting Inspection Check List
Page 2 of 2

4. Field Inspection notes:

Initial Inspection date: _____ Inspector: _____

This inspection must be performed before the asphalt has been installed.

Has this cut been installed in accordance with the Ordinance no. 88-034?

Yes _____ No _____ (check one) If "No", briefly describe the deficiencies

Will the Contractor be required to saw cut the pavement?

Yes _____ No _____ (check one)

Will the Contractor be required to replace the 6" concrete encasement?

Yes _____ No _____ (check one)

Will the Contractor be required to replace the 2" asphalt cap?

Yes _____ No _____ (check one)

Final Inspection Date: _____ Inspector: _____

Was this street cut performed in accordance with Ordinance 88-034?

Yes _____ No _____ (check one) If "No", then list the deficiencies:

CITY COUNCIL FOR THE
CITY OF GEORGETOWN, KENTUCKY

AN ORDINANCE RELATED TO THE AMENDMENT OF THE
ORDINANCE REGULATING THE RESTORATION OF STREETS
HAVING BEEN CUT DURING CONSTRUCTION

WHEREAS: The Council for the City of Georgetown, Kentucky, adopted Ordinance number 929 on November 7, 1963, to regulate the repair of streets having been cut during construction; and

WHEREAS: Since 1963 the number and cost of repair of street cuts has increased necessitating the repeal of the 1963 Ordinance number 929 and the adoption of a regulation which satisfies current needs;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF GEORGETOWN, KENTUCKY, THAT:

SECTION ONE : APPLICATION AND BOND. No contractor, whether a person, corporation, public utility, or municipal agency shall cut, excavate or otherwise remove any portion of a public street in the City of Georgetown during the course of construction, whether for public or private purposes, until an application and bond are filed with the City Clerk's Office.

The purpose of the application is to provide the City with sufficient information to enforce the provisions of this Ordinance. The purpose of the bond is to provide the means with which to make repairs in the event the terms of this Ordinance are not satisfied.

The application shall require a fee of 20.00⁷. The bond shall be in the amount of one thousand (\$ 1,000.00) dollars

for street cuts of up to two hundred (200) square feet. The bond for street cuts in excess of two hundred square feet shall be one thousand dollars plus five (\$ 5.00) dollars for each square foot in excess of two hundred. The measurement of the ditch shall include an estimate of the additional width necessary to straighten the ditch sides in preparation for repair required under Section Three below.

A contractor, who shall have multiple street cuts in any year may file a blanket bond in a minimum amount of five thousand (\$ 5,000.00) dollars. The bond amount shall be reviewed by the Director of Public Works or the City Engineer for adequacy. At any time the contractor has in excess of five (5) street cuts under construction, the Director or City City Engineer may require additional security. A contractor opting to file a blanket bond shall pay an annual application fee of one hundred (\$ 100.00) dollars.

SECTION TWO: Immediately after the construction is completed, the contractor shall fill the ditch to the surface with dense graded rock. Refilling the ditch with anything other than dense graded rock is prohibited.

SECTION THREE: Within ten days of the completion of construction, the ditch shall be repaired. In preparation for the repair, the dense graded rock shall be removed from the ditch to a level eight inches below the street surface and the sides of the ditch shall be straightened. Each side of the ditch shall be widened by at least one foot.

After the ditch is prepared, concrete shall be poured into the ditch to a level two inches below the street surface. Asphalt shall be installed in the amount necessary to raise the level of the repair even with the street surface.

SECTION FOUR: Final repair of the ditch shall not be performed until the Director of Public Works or City Engineer, or designee, inspects the prepared ditch. Upon certification by the Director of Public Works or City Engineer that the repair has been successfully completed, the City Clerk shall release the bond.

SECTION FIVE: In the event the ditch is not repaired as required above, the bond shall be forfeited to the City to pay for the required repair. If the repair cost is greater than the amount of the bond, the contractor shall reimburse the City for the balance.

SECTION SIX: Ordinance 929, adopted November 7, 1963, is hereby repealed.

SECTION SEVEN: This Ordinance shall take effect upon passage and publication.

The foregoing Ordinance was read for the first time on December 1, 1988, read for the second time, passed and approved, on December 15, 1988.

APPROVED BY:


TOM PRATHER, MAYOR

ATTESTED BY:


GLENWOOD WILLIAMS, CITY CLERK

